



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

CLASSIFICATION: Office Technician (Typing)
(Permanent Full-Time)

POSITION LOCATION: Health and Human Services Data Center
Child Welfare Services/Case Management System Project
3775 North Freeway Blvd.
Sacramento, CA 95834
(Free Parking)

DO NOT SUBMIT APPLICATIONS TO THIS LOCATION

SALARY: \$2510.00 - 3050.00

Duties/Responsibilities:

The OT position will provide clerical and administrative support to the Re-Host staff and, to work independently as appropriate for the various tasks. The OT will develop and maintain a communications log, chron file, and a computerized spreadsheet to track invoices and deliverables; review and determine distribution of vendor invoices and deliverables; screen incoming calls, investigating and resolving problems/issues regarding employee's attendance, benefits, and pay; schedule meetings and maintain DPM calendars as well as perform miscellaneous clerical duties.

Desirable Qualifications:

- Knowledge of Microsoft Office 2000 software (Word, PowerPoint, and Outlook).
- Knowledge of state correspondence policies, procedures, and formats in order to originate, review, and modify correspondence and documents in an accurate and timely manner.
- Ability to use a variety of standard office equipment (e.g., fax machine, copier, calculator, personal computer, etc.).
- Ability to plan, prioritize, organize, coordinate, monitor, and follow up on assignments.
- Ability to conduct business in a professional manner leading to exemplary customer service.
- Ability to determine appropriate space needs for meetings and anticipate supply and equipment needs for meetings and training sessions.
- Ability to appropriately process and track documents through preparation, approval, distribution, and filing.



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- Ability to develop good working relationships to ensure open communication and foster a positive team environment.
- Ability to type accurately at least 40 words per minute.
- Ability to exercise good judgment and communicate effectively with others both verbally and in writing.
- Willingness to work overtime when needed.

Who May Apply:

- Current State employees who are at or have lateral transfer eligibility to the Office Technician classification.
- Persons who have list eligibility. (Please indicate that you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (Please indicate on your application that you are a SROA/Surplus candidate.)

Inquiries regarding this position may be directed to Arthur Curtright at (916) 263-1113.

Please reference RPA# 05-098 on your application. APPLICATIONS RECEIVED WITHOUT RPA #05-098 REFERENCED WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.

How to Apply:

Submit a State of California STD. 678 application.

Final Filing Date: Until Filled

Submit applications/resumes to:

Health and Human Services Data Center
Human Resources
2525 Natomas Park Dr, Suite 100
Sacramento, CA 95833

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.